



## COMMERCIAL SERVICE

### APPLICATION FOR CERTIFIED TRADE MISSION STATUS

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***Please print or type the information requested below on organizational letterhead. Fax or mail a completed Application for Certified Trade Mission Status to each Commercial Service post on the mission's proposed itinerary. Applications for Congressional or Governor-led missions maybe faxed directly to Project Officer Geraldine Whitley (202/482-2718).***

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| 1. Name, address, telephone and fax numbers of sponsoring organization.  | I 1. List any specific organizations, from the private and public sectors, with whom you know you wish to meet.   |
| 2. Name, address, telephone & fax numbers of mission sponsor, i.e. (trade association, state or local government, regional group, etc.). Also list any co-sponsoring organizations, if applicable. | 12. Outline of promotional campaign to be conducted in recruiting mission (e.g., mailing, fax campaign, brochure distribution at other trade events, radio spots). Be as specific as possible and include target dates, when available. |
| 3. Name of proposed Trade Mission.   |   |
| 4. Please provide a description of your mission. Outline your goals and objectives and indicate names of VIP leaders, if appropriate.  | 13. Deadline for accepting applications from participants.  |
| 5. Proposed itinerary. (Please give as much detail as possible.)   | 14. Proof, such as a copy of letter of invitation, that your mission has a host organization in countries that require such an arrangement (e.g., China). Give host's name, address, telephone & fax and contact name(s).               |
| 6. Services/assistance requested from the post if status is approved (e.g., one-on-one business appointments, plant visits, translators, reception, hotel and transportation arrangements).        | 15. Specify any need for special space and/or equipment for audiovisual presentations or technical programs.  |
| 7. Projected number of participants/companies.   | 16. Applicant must include, sign, and date the following statement on application:  |
| 8. Product categories/industries to be promoted.   | <b><i>I hereby agree to abide by all Conditions of Participation set forth by the U.S. Department of Commerce (see attached) and guarantee to provide funds to finance all overseas costs incurred on my mission's behalf.</i></b>      |
| 9. Target date of advance trip, name of advance officer, and proposed itinerary.   |   |
| 10. Name, address, phone and fax numbers of contact(s) currently assisting in mission organization overseas, if applicable.  | Please type or print name and title under the signature.  |
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Public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington D.C. 20230.